



# Migrator for Notes to Exchange Accessibility Report (2025) Accessibility Conformance Report

## WCAG 2.1 and 2.2 Checklist

**Name of Product:** *Migrator for Notes to Exchange*

**Report Date:** *January 27, 2025*

**Evaluation Methods Used:** *Testing based on general product knowledge and reference to analysis previously performed for earlier product versions, and use of NVDA as a screen reader for thick-client UI elements.*

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## Terms

The terms used in the Conformance Level information are defined as follows:

Term	Explanation
<b>Supports</b>	The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
<b>Partially Supports</b>	Some functionality of the product does not meet the criterion.
<b>Does Not Support</b>	The majority of product functionality does not meet the criterion.
<b>Not Applicable</b>	The criterion is not relevant to the product.
<b>Not Evaluated</b>	The product has not been evaluated against the criterion. This can only be used in WCAG Level AAA criteria.
<b>ADTC</b>	Anticipated calendar quarter (and year) when this accessibility feature is expected to be corrected.

## WCAG Conformance Levels

Three levels of WCAG conformance exist: A, AA, and AAA. Each level builds on the prior level. To meet level AA, a product must meet all of level A; to meet AAA, a product must meet all of level AA.

Level		Conformance Criteria			
		WCAG 2.0	WCAG 2.1	WCAG 2.2	Total (all versions)
A	Minimum accessibility	25	5	2	32
AA	More accessible	13	7	4	24
AAA	Even more accessible <i>(not applicable to all experiences)</i>	23	5	3	31
Total		61	17	9	86*

## WCAG Level A Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>1.1.1 – Non-text Content</u>	Text alternatives are provided for non-text content.	Supports		Supported in main thick-client UI.  Migrator for Notes to Exchange’s log viewer interface provides textual information from Web based content which does provide a text equivalent for non-text elements, typically through the "ALT" field.
<u>1.2.1 – Audio-only and Video-only (Pre-recorded)</u>	A transcript is provided for audio-only content and a transcript or audio description is provided for video-only content.	Not Applicable		Migrator for Notes to Exchange does not contain prerecorded audio or video media.
<u>1.2.2 – Captions (Pre-recorded)</u>	Captions are provided for video with audio.	Not Applicable		
<u>1.2.3 – Audio Description or Media Alternative (Pre-recorded)</u>	A transcript and / or audio descriptions are provided for video with audio.	Not Applicable		
<u>1.3.1 – Info and Relationships</u>	Information and content relationships implied by formatting are communicated in text or in a way that works with assistive technology.	Partially Supports		Migrator for Notes to Exchange uses legacy thick-client controls which may not support programmatic control.
<u>1.3.2 – Meaningful Sequence</u>	The reading order of content is meaningful, no matter how a user accesses or consumes it.	Supports		Migrator for Notes to Exchange uses content sequence to present meaning.
<u>1.3.3 – Sensory Characteristics</u>	Instructions rely on more than one sense.	Supports		Migrator for Notes to Exchange does not rely on sensory characteristics of components such as shape, size, visual location, orientation, or sound.

## WCAG Level A Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>1.4.1 – Use of Color</u>	Color is not the only way used to distinguish an element, convey meaning, indicate an action, or prompt a response.	Supports		Supported in main thick client UI. Migrator for Notes to Exchange’s log viewer interface provides web pages which use content and markup to make information available without color.
<u>1.4.2 – Audio Control</u>	A mechanism is provided to control audio that plays on page automatically for more than three seconds.	Not Applicable		Migrator for Notes to Exchange does not contain any audio.

## WCAG Level A Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.1.1 – Keyboard</u>	All functionality is operable using a keyboard (with exceptions).	Partially Supports		Standard keyboard navigation/access is provided throughout Migrator for Notes to Exchange and its help system. Keyboard shortcuts, shortcut keys and menu commands are readily available. Minor exceptions in Migrator for Notes to Exchange involve limited numbers of commands.
<u>2.1.2 – No Keyboard Trap</u>	The focus does not get trapped on any element in keyboard-only navigation.	Partially Supports		Migrator for Notes to Exchange supports focus with some exceptions where a standard exit method cannot be used to change focus, and a pointing device is required. It is currently not possible to move from menus (Left) to content (Right) without a pointing device (usually achieved by CTRL+Tab)
<u>2.1.4 – Character Key Shortcuts</u>	No single-key shortcuts are used, or a way to turn them off or change them is provided.	Not Applicable		Migrator for Notes to Exchange does not use single character key shortcuts.
<u>2.2.1 – Timing Adjustable</u>	If a page has a time limit, users can turn the time limit off, adjust it, or extend it.	Not Applicable		Migrator for Notes to Exchange has no operations with time limits for user reaction.
<u>2.2.2 – Pause, Stop, Hide</u>	User controls are provided for moving or dynamically changing content.	Not Applicable		Migrator for Notes to Exchange does not present moving, blinking, scrolling, or auto-updating information.
<u>2.3.1 – Three Flashes or Below</u>	No content flashes more than three times per second, or the flash is below flash thresholds.	Not Applicable		Migrator for Notes to Exchange does not use flashing elements.
<u>2.4.1 – Bypass Blocks</u>	When blocks of content are repeated on multiple pages, a mechanism is provided to bypass / skip them.	Not Applicable		Migrator for Notes to Exchange is not a web-based application, but it does provide ways to bypass content that is repeated.

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<u>2.4.2 – Page Titled</u>	Page titles clearly describe the page topic or page purpose.	Supports		Migrator for Notes to Exchange is not a web-based application. The pages of the Log viewer are compliant with this requirement.
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Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.4.3 – Focus Order</u>	The tabbing order of the content is meaningful and supports operation.	Supports		Migrator for Notes to Exchange is not a web-based application but is compliant with this requirement.
<u>2.4.4 – Link Purpose (In Context)</u>	The purpose of each link can be determined from the link text alone or from the link text and its related context.	Supports		
<u>2.5.1 – Pointer Gestures</u>	A single pointer alternative to complex pointer or touch gestures is provided.	Not Applicable		Migrator for Notes to Exchange is not a web-based application and does not support multipoint or path-based gestures for operation.
<u>2.5.2 - Pointer Cancellation</u>	For functionality that is operated by a single pointer, a way to cancel the pointer input is provided.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>2.5.3 – Label in Name</u>	The programmatic name contains the text that is presented visually.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.

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<u>2.5.4 – Motion Actuation</u>	For functions that are triggered by moving a device or by gesturing toward a device, an alternative way of triggering the response is provided.	Not Applicable	Migrator for Notes to Exchange is not a web-based application and has no motion actuation functionality.
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## WCAG Level A Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>3.1.1 – Language of Page</u>	Each page has a human language assigned.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>3.2.1 – On Focus</u>	Interactive elements receiving focus do not trigger any functionality.	Supports		
<u>3.2.2 – On Input</u>	Interactive elements receiving input do not trigger any functionality.	Supports		
<u>3.2.6 – Consistent Help</u>	Help options provided are consistently available and in the same relative place throughout.	Supports		
<u>3.3.1 – Error Identification</u>	When input error is detected, the user is notified and the error is described.	Partially Supports		
<u>3.3.2 – Labels or Instructions</u>	A persistent visible label and / or instructions are provided for elements that require user input.	Supports		
<u>3.3.7 – Redundant Entry</u>	Information that the user has already entered during a process is made available to them.	Not Applicable		
<u>4.1.1 – Parsing</u>	<del>HTML code is clean and well formed in a way that it can be interpreted by browsers and assistive technology.</del> *Note: Criterion 4.1.1 – Parsing, has been removed in version 2.2 and is considered automatically met for versions 2.1 and 2.0.	Supported		
<u>4.1.2 – Name, Role, Value</u>	All user interface components communicate their accessibility properties and actions to assistive technology.	Partially Supports		Migrator for Notes to Exchange uses legacy thick-client controls which may not support programmatic control. Assistive technologies are compatible in most cases.



## WCAG Level AA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>1.2.4 – Captions (Live)</u>	Synchronized captions are provided for live videos containing audio.	Not Applicable		Migrator for Notes to Exchange does not contain any live audio.
<u>1.2.5 – Audio Description (Pre-recorded)</u>	If there is important visual content in a video that is not presented in the accompanying audio, an audio description is provided.	Not Applicable		Migrator for Notes to Exchange does not contain any prerecorded audio or video.
<u>1.3.4 – Orientation</u>	Screen orientation is not restricted unless the orientation is considered essential.	Not Supported		Migrator for Notes to Exchange is not a web-based application and is not designed to run in portrait mode.
<u>1.3.5 – Identify Input Purpose</u>	For each form field collecting user information, the purpose of the field is programmatically declared.	Partially Supports		Migrator for Notes to Exchange uses legacy thick-client controls which may not support programmatic control. Assistive technologies are compatible in most cases.
<u>1.4.3 – Contrast (Minimum)</u>	The contrast ratio between regular-sized, nondecorative text and its background is at least 4.5:1.	Partially Supports		Migrator for Notes to Exchange has some UI elements that have insufficient contrast.
<u>1.4.4 – Resize Text</u>	Text can be resized up to 200% without loss of content or function.	Supports		Migrator for Notes to Exchange relies on the zoom capabilities of the operating system.
<u>1.4.5 – Images of Text</u>	Aside from a few specific exceptions, there are no images of text.	Not Applicable		

## WCAG Level AA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>1.4.10 – Reflow</u>	Content presentation is responsive and doesn't require scrolling in two dimensions.	Not Applicable		Migrator for Notes to Exchange is not a web-based application. There is no horizontal scrolling required.
<u>1.4.11 – Non-Text Contrast</u>	The contrast ratio between non-text elements (including any states) and their background is at least 3:1.	Supports		
<u>1.4.12 – Text Spacing</u>	Text spacing can be overridden to improve the reading experience.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>1.4.13 – Content on Hover Focus</u>	When additional content is presented on hover or on focus, the new content is persistent and dismissable.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>2.4.5 – Multiple Ways</u>	There is more than one way to reach each page.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>2.4.6 – Headings and Labels</u>	Headings and labels are clear and descriptive.	Supports		Migrator for Notes to Exchange is not a web-based application but is compliant with this requirement.
<u>2.4.7 – Focus Visible</u>	Keyboard focus is clear and visible.	Partially Supports		Migrator for Notes to Exchange supports standard Windows interfaces to provide visual on-screen focus.

## WCAG Level AA Checklist

<u>2.4.11 – Focus Not Obscured (Minimum)</u>	When an actionable element receives focus, at least a portion of it remains visible.	Supports		
<u>2.5.7 – Dragging Movements</u>	If any part of a website requires a dragging movement, an alternative means of dragging, such as tapping or clicking, is provided.	Not Applicable		Migrator for Notes to Exchange does not rely on dragging for user actions.

## WCAG Level AA checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.5.8 – Target Size (Minimum)</u>	The size of a target is at least 24 by 24 CSS pixels (with exceptions).	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>3.1.2 – Language of Parts</u>	Assistive technology can distinguish and reflect when the human language on a page changes.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>3.2.3 – Consistent Navigation</u>	Navigational elements are consistently displayed, including their location and the order of their content.	Supports		Migrator for Notes to Exchange is not a web-based application but is compliant with this requirement.
<u>3.2.4 – Consistent Identification</u>	Components with the same functionality are consistently identified.	Supports		Migrator for Notes to Exchange is not a web-based application but is compliant with this requirement.
<u>3.3.3 – Error Suggestion</u>	Users receive helpful / specific suggestions when they make errors.	Supports		
<u>3.3.4 – Error Prevention (Legal, Financial, Data)</u>	When users enter financial or legal data, submissions are reversible, and data is checked and confirmed before submission is finalized.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>3.3.8 – Accessible Authentication (Minimum)</u>	When a cognitive function test is used to authenticate a user, an alternative way to authenticate, or a help mechanism to complete the authentication is provided..	Not Supported		Migrator for Notes to Exchange requires entry of passwords and/or multi-factor authentication during project configuration.
<u>4.1.3 – Status Messages</u>	Status messages can be presented to the user by assistive technology without receiving focus.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.


## WCAG Level AAA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>1.2.6 – Sign Language (Pre-recorded)</u>	Sign-language interpretation of audio is provided for pre-recorded videos.	Not Applicable		Migrator for Notes to Exchange does not contain prerecorded audio or video media.
<u>1.2.7 – Extended Audio Description (Pre-recorded)</u>	Videos without sufficient pauses for audio description are extended so that audio descriptions can be added.	Not Applicable		Migrator for Notes to Exchange does not contain prerecorded audio or video media.
<u>1.2.8 – Media Alternative (Pre-recorded)</u>	A text alternative, like a descriptive transcript, is provided for all pre-recorded video with audio.	Not Applicable		Migrator for Notes to Exchange does not contain prerecorded audio or video media.
<u>1.2.9 – Audio-only (Live)</u>	Live text captioning or a transcript is provided for live audio.	Not Applicable		Migrator for Notes to Exchange does not contain any live audio.
<u>1.3.6 – Identify Purpose</u>	The purpose of elements is programmatically declared by adding semantics or metadata.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>1.4.6 – Contrast (Enhanced)</u>	The contrast ratio between regular-sized, non-decorative text and its background is at least 7:1.	Partially Supports		Migrator for Notes to Exchange has some UI elements that have insufficient contrast.
<u>1.4.7 – Low or No Background Audio</u>	Audio contains little to no background noise, or background noise can be turned off.	Not Applicable		Migrator for Notes to Exchange does not contain prerecorded audio or video media.
<u>1.4.8 – Visual Presentation</u>	Users can adjust a range of presentation options.	Not Supported		
<u>1.4.9 – Images of Text (No Exception)</u>	There are no images of text.	Not Applicable		

## WCAG Level AAA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.1.3 – Keyboard (No Exception)</u>	All page functionality is operable using a keyboard (with no exceptions).	Not Supported		Standard keyboard navigation/access is provided throughout Migrator for Notes to Exchange and its help system. Keyboard shortcuts, shortcut keys and menu commands are readily available. Minor exceptions exist involving a limited number of commands.
<u>2.2.3 – No Timing</u>	With the exception of real-time events, no content requires timed interaction.	Not Applicable		Migrator for Notes to Exchange has no operations with time limits for user reaction.
<u>2.2.4 – Interruptions</u>	Interruptions can be postponed, suppressed, or configured.	Not Applicable		
<u>2.2.5 – Re-authenticating</u>	User data is saved when re-authenticating.	Not Applicable		
<u>2.2.6 – Timeouts</u>	Users are warned when extended inactivity could cause data loss.	Not Applicable		
<u>2.3.2 – Three Flashes</u>	No content flashes more than three times per second.	Not Applicable		Migrator for Notes to Exchange does not use flashing elements.
<u>2.3.3 – Animation from Interactions</u>	If an animation is triggered by a user interaction, users can stop the animation.	Not Applicable		Migrator for Notes to Exchange does not use animation.

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<u>2.4.8 – Location</u>	Users can orient themselves within a set of pages.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>2.4.9 – Link Purpose (Link Only)</u>	Every link’s purpose is clear from its text.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>2.4.10 – Section Headings</u>	Content is broken up by section headings.	Supports		
<u>2.4.12 – Focus Not Obscured (Enhanced)</u>	When an actionable element receives focus, the entire component is visible.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<b>Criterion</b>	<b>Description</b>	<b>Conformance Level</b>	<b>ADTC (Q/YY)</b>	<b>Remarks</b>
<u>2.4.13 – Focus Appearance</u> 	Focus indicators have sufficient color contrast and are sized to be clearly visible.	Partially Supports		Migrator for Notes to Exchange supports standard Windows interfaces to provide visual on-screen focus.
<u>2.5.5 – Target Size</u>	The size of the target for pointer inputs is at least 44 x 44 CSS pixels.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>2.5.6 – Concurrent Input Mechanism</u>	Input is not restricted to a specific modality (like keyboard only or touch only).	Not Supported		

## WCAG Level AAA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>3.1.3 – Unusual Words</u>	Words or phrases that are ambiguous or unfamiliar are defined.	Not Supported		
<u>3.1.4 – Abbreviations</u>	Abbreviations are explained or offered in expanded form close by.	Not Supported		
<u>3.1.5 – Reading Level</u>	Content is provided at an eighth grade reading level, or an alternative version at or below an eighth grade reading level is provided.	Not Supported		
<u>3.1.6 – Pronunciation</u>	Words that are hard to pronounce are clarified nearby.	Not Supported		
<u>3.2.5 – Change on Request</u>	Content on the page doesn't change unless users initiate it.	Not Applicable		Migrator for Notes to Exchange is not a web-based application.
<u>3.3.5 – Help</u>	Contextual instructions or cues are provided to help users complete and submit forms.	Not Supported		
<u>3.3.6 – Error Prevention (All)</u>	For any form where a user submits information, the user can reverse, verify, or confirm changes or deletions.	Not Supported		
<u>3.3.9 – Accessible Authentication (Enhanced)</u>	When a cognitive function test is used to authenticate a user, at least one other authentication method is available which is not a cognitive function test.	Not Supported		